

# Web Invoicing System

## What is the Web Invoicing System (WInS)?

WInS is a web based application that allows current paper-based vendors to send invoices electronically. Vendors enter their invoices into templates on a DFAS-owned Web server that processes and routes the invoices to the appropriate payment system.

WInS is easy to use and has built-in validations to help minimize invoice errors. It also provides vendors the option to submit documents via the internet or through a batch FileTransfer Protocol (FTP).

### – AWARDS –

Center of Excellence for Information Technology 2000

CALS 21st Century Technical Excellence Award

1999 E-Gov99 Pioneer Award

1999 Best DoD Electronic Business Web Site

1999 Chief Information Officers Council (CIO)  
- Best IT practice in the Federal Government

FY 1998 - Value Engineering Achievement Award

## Web Invoicing System (WInS) Benefits for YOU:

- **Speed, quality & ease-of-use:** DFAS Web Invoicing meets the federal government's overall goal to streamline information flow while increasing speed & quality.
- **Creating invoices on the web:** The easy-to-use invoice application is already loaded.
- **Single entry input:** Invoices are translated into an EDI 810 transaction, electronically passed through a secure process & translated daily into the payment system.
- **Eliminates lost & slow mail**
- **User friendly invoice/voucher templates**
- **On-screen edits**
- **Easy-to-use navigation buttons**
- **Invoice capability to CLIN/ACRN level**
- **On-line help**

### For More Information Go to web site:

<https://ecweb.dfas.mil> for general information on WInS or to register:

### Or call:

The *DFAS Columbus - Electronic Commerce Office* - for registration, or technical support  
**(614) 693-6868** or **(334) 416-5845** for internet batch procedures call

## How to get started

- Click on New Account
- Fill in the information requested including applicable payment system
- Click Continue
- Enter Cage Code(s), click Continue to submit
- You will receive your USER ID & PASSWORD within 24 hours

After a brief testing period you will be able to use WinS to submit your invoices. For Internet Batch Procedures call (334) 416-5845.

## Electronic invoicing mandated by public law

Contractors are required to submit electronically and Department of Defense (DoD) to process electronically, requests for payment under DoD contracts as described in Section 1008 of the National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-398).

**Effective March 1, 2003** DoD has issued an interim rule amending the Defense Federal Acquisition Regulation Supplement (DFARS) to implement this law. **DFARS clause 252.232-7003** will be included in future contracts as applicable.

### DFARS web site:

#### Electronic Invoicing clause

<http://farsite.hill.af.mil/regpdf/dfars/252/252232.pdf>

## Handy Internet Addresses

### WInS

<https://ecweb.dfas.mil>

Internet address for WInS invoicing applications for WInS

### Vendor Payment Inquiry System (VPIS)

[www.dfas.mil/money/vendor](http://www.dfas.mil/money/vendor)

Track your invoices at this site!

### The DFAS home page

[www.dfas.mil](http://www.dfas.mil)

### EDI

[www.dfas.mil/ecedi](http://www.dfas.mil/ecedi)

DFAS download site for MOCAS & SAMMS implementation guides

### General EC information

[www.acq.osd.mil/ec](http://www.acq.osd.mil/ec)

Offers large quantity of information on DoD links to Web sites and data



## Defense Finance and Accounting Service

## The DFAS Web Invoicing System

### Web Invoicing System (WInS)